

# Minutes of the Veneta Park Board

## September 4, 2013

### Board Members

**Present:** Cal Beach, Cathy Coulson-Keegan, Penny Lacky, Elmira Louie, Carol Petty, and Craig Soderberg

**Others:** Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; and Darci Henneman, Assistant City Recorder

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Chair Craig Soderberg called the meeting to order at 4:35 p.m.

**I. Public Comment**  
None

**II. Approve Minutes for June 5, 2013**  
Cathy motioned to approve the June 5, 2013 minutes, Cal seconded, all approved.

Craig said because there was no quorum at the August 7<sup>th</sup> meeting those minutes cannot be approved.

**III. Event Planning**

**1. Harvest Festival – September 14<sup>th</sup>.**

In response to a question from Craig, Carol said the pancake breakfast is from 8 a.m. to 10 a.m. and the Festival runs from 10 a.m. to 4 p.m.

Penny said she put together a craft project for the kids; a wood medallion necklace which she has all the supplies for and Elmira will provided the bird trivia questions for the adults. She said she was unable to locate the large city map, clip boards, the two large display boards or the Harvest Festival tote. She also said she couldn't find totes for the Light Parade, Teen Night, or Earth Day events.

Ric said he believed everything is there but it's just not organized in well labeled cabinets. He said he will find the Harvest Festival tote and have it at the event.

Craig said the clip boards should be in the Harvest Festival tub.

Ric said the Park Board booth will be on West Broadway.

Penny suggested they should meet at 9 a.m. for set up.

Cal said he has the soda and will get ice. He will be at the booth from 9 a.m. to 12 p.m.

Craig will bring an ice chest with ice and he needs to leave at 10 a.m.

Penny said the booth still needs two people from 12 p.m. to 4 p.m.

Elmira said she has someone who may stay for the entire event.

Carol said she has attended the festival before and she thought she would have her own booth. She said she was confused and didn't know the Park Board had its own booth.

Ric said the Harvest Festival is not a City or Park Board function but the Park Board has always provided a booth at the event.

Carol said she bought everything for her booth, and asked if she should do that.

Craig and Penny suggested they combine the booths. Penny said the Park Board booth is two sided so if she wanted to she could have one side of the booth for her crafts.

Craig said there would be room at the Park Board booth for Carol and her crafts.

In response to a question from Carol, Ric said Kim Kaufman and Lois Riha organize the Harvest Festival on behalf of Mid Lane Cares.

Penny asked Carol if she would like to work at the Park Board booth for the afternoon.

Carol said she would like to talk with Kim Kaufman about getting her own booth.

Craig asked Carol to let him know if she would like to share a booth so they can fill in the volunteer slots for the afternoon. Craig passed around the booth sign-up sheet.

It was the consensus of the Board to not sell Fern-Opoly games at the booth.

Darci provided Elmira a booth volunteer sign-up sheet.

Penny will send a thank you note to Columbia Distributing for donating the soda and she provided Ric with a supply list of things needed for the Park Board booth; (3 tables, 3 chairs, Park Board banner, canopy, and aisle). Ric said he will locate the other items as well and get everything here on Wednesday or Saturday morning the day of the event.

Ric said Penny could store her supplies at City Hall until the event.

#### IV. Other

Cathy said the August Flick N Float event was a huge success. She said feedback from several people was that hot coffee and tea should be offered.

Penny said she heard from several people that it was a great event.

Cathy suggested featuring the pocket parks around the City with movie night.

Ric said many of our pocket parks don't have a grassy area or electricity. He said staff thought the kids would be sitting in the grass that's why the screen was placed where it was but all the kids were in the pool.

Cathy said she is working on gathering books for the Easter Hunt. She said she contacted Dolly Parton through her library foundation and asked if they would consider donating books. She said she will also contract the State of Oregon Library Foundation to see what they can provide.

In response to a question from Carol, Cathy said they need books for kids aged 1 to 12 but the majority of the books needed are for ages 5 to 9. She said gently used books are also acceptable.

In response to a question, Cathy said the library can only do so much.

Cal motioned to adjourn Cathy seconded, all approved.

The meeting ended at 5:10 p.m.

#### VI. Next Meeting – October 2, 2013